

2020 PEER REVIEW PROJECT REPORT TEMPLATE

Please use the template below to write a 3-5 page report about your project. This report will be used by reviewers to evaluate your project and will not be made available to the public. All reviewers have signed confidentiality agreements.

1. **Project Title:** _____
2. **FOA / Award#:** _____
3. **Principal Investigator:** Name, organization, address, phone, fax, e-mail
4. **Other Participating Organizations:** Name, organization
5. **Project Schedule:**
 - a. Initiation Date
 - b. Dates of Intermediate Phase Completions or Go/No-Go Points
 - c. Expected Completion Date (Original and Current Plan, if different)
6. **Project Overview:** In 4-6 sentences, provide a high-level overview of what the project is and what it does. Please include information on how successful outcomes would impact the solar industry.
7. **Project Goals:** In 4-6 sentences, describe the overall goal or intended outcome (i.e., development of a platform, creation of a prototype, improvement of a process) of the project. Include information about the research strategy and the processes you will use to develop the project.
8. **Project Objectives:** In 4-6 sentences, describe the metrics and timeline that will measure the progress and results of your project. You should include a description of the project work plan and processes you will use to test the project's viability.
9. **Federal Funding:** 4-6 sentences, justify why federal funds are needed to get the work done.
10. **Project Organization and Responsibilities:** In 4-6 sentences, describe how the work is broken down by office structure and who will be completing which tasks, along with the roles of any other key external stakeholders.
11. **The Challenges:** In 8-10 sentences, describe technical barriers or problems you've experienced and how you've approached them. Also include anticipated issues and how you plan to approach them.
12. **Milestone Status:** In 10-20 sentences, discuss progress in achieving your technical milestones, including which, if any, key results have been achieved. This narrative should include information on any mid-course adjustments to the schedule or deliverables along with an explanation as to why.
13. **Scalability / Replicability / Impact:** In 8-10 sentences, describe how the technology being developed by this project will be used and how it could help the solar industry as a whole. This narrative should include information about market receptivity, cost-benefit analyses, commercialization potential,

and paths for research dissemination to relevant parties.

14. **Project Results:** In 10-20 sentences, provide information about the project's results or expected results and incorporate the following:

- a. Major recent accomplishments with an emphasis on products and outcomes with supporting data and their significance;
- b. The most recent and relevant publications with a description of each; and
- c. Any relevant intellectual property to emerge from the project, such as patents.

15. **Budget Tables:** Fill out the table below that shows the total project funding by source, including nature of cost sharing. Please indicate whether the project is on budget with both hours and dollars. If not, include the reasons for budget variances and if it created a need to modify the project plan. Discuss personnel and other scope changes and show how they affected the performance of the project. Please use this format for the table:

- a. Cost and schedule milestones and variances: Breakout how funds have been spent during the course of the project and compare with the original budget. Breakout cost share, direct and in-kind, for each partner.
- b. Quantify work in person-months by PI and personnel, including sub-awardees, consultants, or other service providers.

You may paste this information from your research performance and progress report (RPPR 2).

Spending Summary by Budget Category							
	Approved Budget				Actual Expenses		
Budget Categories	BP 1	BP 2	BP 3	Total	This Quarter	Cumulative	%
a. Personnel							
b. Fringe Benefits							
c. Travel							
d. Equipment							
e. Supplies							
f. Contractual							
g. Construction							
h. Other							
i. Total Direct Charges							
j. Indirect Charges							
k. Total Charges							
DOE Share							
Cost Share							
Cost Share Percentage							

16. Please provide links to any additional information: